



STEERING COMMITTEE GROUND RULES

Los Angeles County Floodplain Management Plan Update

PURPOSE OF THE STEERING COMMITTEE

The role of the Steering Committee (SC) is to guide the planning process for the Los Angeles County Floodplain Management Plan (FMP). The SC will provide guidance and leadership, oversee the planning process, and act as the point of contact for local governments and the various interest groups interested in this planning effort. Members of the SC were selected to represent a cross-section of views and interests within the planning area. Through this inclusion of diverse interests, the SC hopes to enhance the robustness of the planning effort and to build support for floodplain management activities across stakeholder groups. A successful planning effort will result in the adoption and approval of a FMP that sets the stage for reducing the adverse impacts of floods within the County through activities and strategies embraced by both elected officials and their constituents.

CHAIRPERSON AND VICE CHAIRPERSON

Hu Yi has been selected as the chairperson and **Debbie Sharpton** has been selected as the vice chairperson of the SC. The role of the chairperson is to:

- lead meetings so that agendas are followed and meetings adjourn on-time;
- allow all members to be heard during discussions;
- moderate discussions between members with differing points of view; and
- be a sounding board for staff in the preparation of agendas and how to best involve the full Committee in work plan tasks.

The role of the vice chairperson is to assume the duties of the chair when the chair is not able to attend a meeting or forum.

QUORUM

A quorum for the SC will be 7 members. When less than 7 members are present at a meeting, items listed on the agenda may still be reviewed and discussed; however, any committee action as to those items will be postponed until a quorum is present.

ALTERNATES

Committee members were selected for the SC based on their specific backgrounds and perspectives on matters related to floodplain management. Regular attendance by members is needed to understand the issues presented, identify and reflect on various stakeholder perspectives, and reach agreements on plan recommendations. However, there may be circumstances when regular members cannot attend. To address these circumstances, alternates may be designated for each SC member. An alternate attending on behalf of a SC member shall have the same rights and responsibilities as the SC member during that meeting. Alternates will be included on all SC emails and should stay informed of the business of the SC.

DECISION-MAKING

The SC will strive for consensus in its decision-making process. If consensus cannot be reached as to a particular item or issue, the SC's decision will be determined by a majority vote of the Committee members in attendance at the meeting, and the meeting minutes will reflect the number of votes in favor, opposed and in abstention.

RECOMMENDATIONS

The Committee's recommendations will be recorded in the meeting summaries and reflected in the FMP as appropriate. The Committee may also be asked to assist in public presentations of the Plan and its recommendations.

STAFFING

The Planning Team for this project includes appropriate personnel from the Los Angeles County Department of Public Works, Watershed Management Division along with contract consultant assistance provided by Tetra Tech, Inc. The Planning Team will schedule meetings, distribute agendas, prepare information/presentations for Committee meetings, write meeting summaries, and generally seek to facilitate the Committee's activities.

A County designated Public Information Officer (PIO), **Kerjon Lee** (626) 458-4348, will be the designated spokesperson for this planning effort.

MEETING DATES

Meetings generally will be conducted on the 4th Tuesday of each month from 10:30 AM to 12:30 PM at Los Angeles County Department of Public Works Headquarters in Alhambra. Meetings will be open to the public and advertised as such.

ATTENDANCE

Participation of all Committee members in meetings is important and members should make every effort to attend each meeting. If Committee members will not be able to attend a meeting, they should provide as much advance notice as reasonably possible to the Planning Team before the meeting is conducted. If neither a SC member nor his or her alternate attends three consecutive meetings, the SC chairperson will reach out to the member to determine if participation will still be possible. The Steering Committee will strive to maintain the SC membership at 13 members with a representative makeup similar to the initial committee makeup.

PUBLIC INVOLVEMENT

All Steering Committee meetings will be open to the public.

Members of the public wishing to address the SC at a meeting may do so based on the following protocol:

- Requests to be heard must be made to the Chairperson of the Steering Committee by submitting a completed speaker request form to the Chairperson before the meeting is called to order . Speaker request forms shall ask for the following information :
 - Agenda item number to be discussed or Public Comment
 - If the person is in favor/opposed to the agenda item (if applicable)
 - Person's name
 - Person's telephone number (optional)
 - Person's address (optional)
 - Name of organization (if applicable)
 - A brief summary of the person's position on the matter (optional).
- Each member of the public will be granted a total of 3 minutes to address their topics of concern. This allotted time cannot be aggregated or passed on to another individual.
- All comments must have relevance to the Floodplain Management Plan and the planning area. Relevance will be determined by the Chairperson.

A member of the public may request clarification from the SC by raising his or her hand during the normal course of the meeting; however, permission to speak will be granted at the discretion of the chairperson.

The meeting agendas for all SC meetings will be posted on the Floodplain Management website and at LACDPW Headquarters a minimum of 72 hours prior to all scheduled meetings.

COURTESY

Committee members should treat each other with respect, listen to each other, work cooperatively, and allow all members to voice their opinions.

STEERING COMMITTEE MEMBERSHIP

Agency	Steering Committee Member	Alternate
LACDPW - Watershed Management Division	George De La O	Eduardo Escobar
LACDPW - Disaster Services Group	Loni Eazell	Belinda Popoff
LACDPW - Water Resources Division	Martin Araiza	
LACDPW - Flood Maintenance Division	Hu Yi (Chairperson)	Araik Zargaryan
LACDPW - Building and Safety Division	Lisa Naslund	Jessica Bunker
LA County Fire Dept.	Scott Gardner	David Godoy
LA County Regional Planning	Mark Child	Connie Chung and Gina Natoli
Mountains Restoration Trust	Debbie Sharpton (Vice Chairperson)	Wyatt Rovera
Malibou Lake Mountain Club	Michael Hart	
American Red Cross Los Angeles Region	Kendra Pospychalla	Tomoyo Kuriyama
Los Angeles Chamber of Commerce	Frank Lopez	John Larson
Local Business Owner, Crystallaire Country Club	John Blalock	
Altadena Town Council	Okorie Ezieme	